

GENERAL ORDERS
CHAPTER 104
ADMINISTRATIVE SUPPORT

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New Materials Underscored

Accreditation Standards: 11.1.1

ADMINISTRATIVE SERVICES SECTION
G.O. 104.2

I. PURPOSE

To enhance employee relationships by properly administering all departmental personnel matters and to maintain police force strength and activities by recruiting and hiring new officers with the proper attitude and abilities necessary to perform quality public service work on a consistent basis, and to effectively utilize financial resources through management and administration of the Department's fiscal program from County and grant revenue.

II. POLICY

The Chief of Police directs the Department's fiscal activities and human resources management. The management of fiscal activities, personnel and human resources functions are performed by the Administrative Services Section.

III. FUNCTION

A. The Administrative Services Section is responsible for all fiscal activities including accounting, financial analysis, capital expenditures, asset accountability, property control and the budget process.

Fiscal activities include:

1. Fiscal control, which encompass supervision of internal expenditures, purchases, service contracts and liaison with county officials, and prepares financial reports deemed necessary for operations.
2. Property management, which encompasses assisting with procurement of property, distribution of property and coordination of fixed asset accountability.
3. Budget management, which includes development of the annual budget, program development, and the formulation of budget goals and objectives in addition to budget audits.
4. Grant financial management, which includes preparing reports in accordance with grant provisions.

5. Contract management, which includes preparing, developing, and coordinating contracts for the Department.
- B. The Administrative Service Section is responsible for the administration of human resources, including selection, classification, compensation, personnel records maintenance, and the distribution of an annually updated organizational chart made available to all personnel. Human resources include:
1. Coordinates, with the County of Maui Department of Personnel Services, recruitment and selection process for all vacancies in the Department to include scheduling, interviewing, new employee processing and orientation.
 2. Create, transfer, and delete positions and reallocation of positions in accordance with civil service rules and regulations.
 3. Effects personnel changes as directed by the Chief of Police with the assistance of the Department of Personnel Services.
 4. Interprets and administers provisions of the collective bargaining contracts.
 5. Manages payroll.

IV. ORGANIZATIONAL STRUCTURE

A. Business Administrator

The Business Administrator is a civilian who directs the Administrative Services Section and reports to the Chief of Police.

B. Administrative Assistant II

The Administrative Assistant II reports to the Business Administrator.

C. Accountant II

The Accountant II reports to the Business Administrator.

D. Account Clerk II

The Account Clerk II reports to the Accountant II.

E. Clerk III

The Clerk III reports to the Accountant II.

F. Departmental Personnel Clerk

The Departmental Personnel Clerk reports to the Administrative Assistant II.

G. Personnel Assistant II

The Personnel Assistant II reports to the Administrative Assistant II.

H. Personnel Assistant I

The Personnel Assistant I reports to the Administrative Assistant II.


TIVOLI S. FAAUMU
Chief of Police